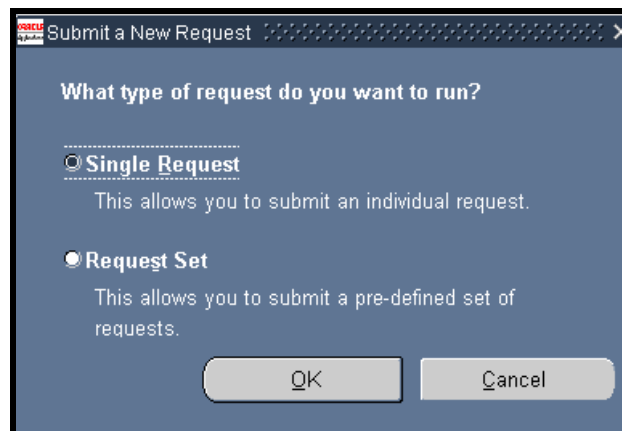


# STARS Abnormal Balances by Trading Partner Report

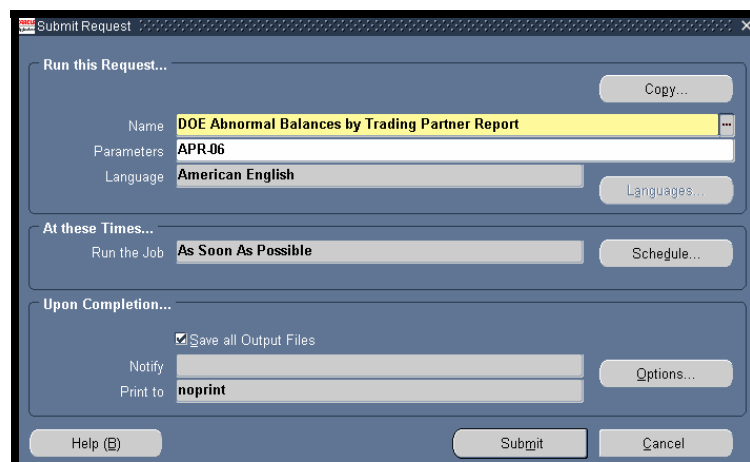
1. Select GL Inquiry under Application after logging into STARS.



2. Under “Other” click on Run.
3. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



4. Enter “DOE Abnormal Balances by Trading Partner Report” in the Name field on the Submit Request screen. Press Tab.



5. Enter “APR-06” in the Period Name on the Parameters screen. Click OK.

Parameters dialog box. The Period Name field is set to APR-06. Buttons: OK, Cancel, Clear, Help.

- Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.

Requests screen. Buttons: Refresh Data, Find Requests, Submit a New Request... Below is a table of requests:

Request ID	Name	Parent	Phase	Status	Parameters
1253794	DOE Abnormal Balances		Running	Normal	2, APR-06
1253725	Reprint output of request		Completed	Normal	1253480, GTN-C218, 1, LANDSCAPE
1253721	DOE Abnormal Balances		Completed	Normal	2, 50249, APR-06, 01, 01, ,
1253480	DOE Abnormal Balances		Completed	Normal	2, 50249, APR-06, 01, 01
1252012	Reprint output of request		Completed	Normal	1252005, GTN-C218, 1, LANDSCAPE
1252005	DOE SF-133 Report on Bu		Completed	Normal	1251999, APR-06, 2006, 2005
1251999	DOE SF-133 Report		Completed	Normal	, 2, SF133, 2006, APR-06, 89-06-542
1249108	Reprint output of request		Completed	Normal	1249027, GTN-C218, 1, LANDSCAPE
1249053	DOE SF-133 Report on Bu		Completed	Normal	1249052, APR-06, 2006, 2005
1249052	DOE SF-133 Report		Completed	Normal	, 2, SF133, 2006, APR-06, 89-X-0205

Buttons: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

- To print your report click on Tools from the menu bar and select Reprint after the report Phase indicates “Completed” and the Status is “Normal”.

Requests screen with the Tools menu open and Reprint selected. The table below shows the current state of requests:

Request ID	Name	Parent	Phase	Status
1253721	DOE Abnormal Balances		Completed	Normal
1253480	DOE Abnormal Balances		Completed	Normal
1252012	Reprint output of request		Completed	Normal
1252005	DOE SF-133 Report on Bu		Completed	Normal
1251999	DOE SF-133 Report		Completed	Normal
1249108	Reprint output of request		Completed	Normal
1249053	DOE SF-133 Report on Bu		Completed	Normal
1249052	DOE SF-133 Report		Completed	Normal
1249027	DOE SF-133 Report on Bu		Completed	Normal
1249020	DOE SF-133 Report		Completed	Normal

- Fill in the appropriate information in the Reprint Options box shown below.

Reprint Options dialog box. Fields: Copies (1), Printer (GTN-C218), Style (Landscape). Buttons: Help, Ok, Cancel.